



Town of \_\_\_\_\_  
**Micanopy**  
Florida



## Annual Operating Budget

October 1, 2023 through September 30, 2024



## **Town Commission**

Mayor	Jiana Williams
Mayor Pro-Tem	Judy Galloway
Commissioner Seat 3	Virginia Mance
Commissioner Seat 4	Kevin Putansu
Commissioner Seat 5	Ken Wessberg

## **Administration**

Town Administrator / Town Clerk	Sara Owen
Deputy Town Clerk	Patty Polk
Public Works Supervisor	David Holton



**General Fund**

	Audited *			Projected 2023	Budget	
	2020	2021	2022		2023	2024
<b>Revenues</b>						
Taxes						
Ad Valorem	\$188,437	\$190,166	\$187,548	\$210,000	\$212,500	\$230,000
Fuel Taxes	\$108,131	\$98,545	\$91,556			
Fuel Tax - First Local				\$48,810	\$52,000	\$43,000
Fuel Tax - Second Local				\$34,983	\$38,500	\$31,000
Half-cent sales tax	\$35,255	\$39,892	\$47,858	\$43,530	\$45,000	\$44,000
Franchise fees						
Electricity - Duke Energy	\$41,051	\$42,185	\$42,860	\$38,978	\$41,520	\$41,000
Utility Service taxes						
Electricity - Duke Energy	\$51,680	\$53,418	\$57,174	\$53,641	\$47,000	\$53,000
Water	\$13,500	\$0	\$0	\$0	\$0	\$0
Propane	\$3,526	\$3,385	\$3,477	\$4,151	\$3,575	\$3,800
Communications	\$24,368	\$22,286	\$23,501	\$26,400	\$22,500	\$25,000
<b>Total Taxes</b>	<b>\$465,948</b>	<b>\$449,877</b>	<b>\$453,974</b>	<b>\$460,493</b>	<b>\$462,595</b>	<b>\$470,800</b>
Licenses and permits						
Occupational - Businesses	\$5,530	\$7,720	\$2,360	\$2,210	\$2,210	\$2,200
Occupational License - Landlord				\$1,960	\$1,600	\$2,000
Occupational License - Insur Co				\$1,680	\$1,680	\$1,680
Permits - Zoning Compliance	\$1,800	\$2,150	\$2,550	\$2,200	\$1,800	\$1,500
Permits - Special Events	\$0	\$1,860	\$750	\$100	\$100	\$100
Land Use	\$1,650	\$0	\$0	\$300	\$400	\$200
<b>Total Licenses/permits</b>	<b>\$8,980</b>	<b>\$11,730</b>	<b>\$5,660</b>	<b>\$8,450</b>	<b>\$7,790</b>	<b>\$7,680</b>
Intergovernmental						
Wild Spaces Public Places	\$34,467	\$38,742	\$48,647	\$49,265	\$45,000	\$49,000
Infrastructure Surtax	\$0	\$0	\$0	\$30,000	\$30,000	\$44,000
Fines - Civil Traffic	\$18,425	\$15,210	\$15,590	\$22,918	\$14,000	\$14,000
Mobile Home Licenses	\$196	\$469	\$368	\$294	\$300	\$300
Alcoholic Beverage Licenses	\$538	\$98	\$441	\$440	\$440	\$440
Traffic Signal Maintenance	\$0	\$0	\$897	\$897	\$897	\$900
State Shared revenues	\$22,266	\$23,363	\$30,965	\$24,518	\$23,500	\$23,500
<b>Total Intergovernmental</b>	<b>\$75,892</b>	<b>\$77,882</b>	<b>\$96,908</b>	<b>\$128,331</b>	<b>\$114,137</b>	<b>\$132,140</b>

**Town of Micanopy, Florida**

**2023-2024 Annual Budget**

**General Fund**

	Audited *			Projected <u>2023</u>	Budget	
	<u>2020</u>	<u>2021</u>	<u>2022</u>		<u>2023</u>	<u>2024</u>
Other						
Interest	\$24,069	\$13,253	\$12,114	\$37,281	\$30,000	\$45,000
Rents - Library	\$7,599	\$0	\$16,622	\$5,400	\$5,400	\$5,400
Misc Revenue	\$16,581	\$4,193	\$4,734	\$14,500	\$14,300	\$1,500
Other Reimbursements	\$0	\$0	\$0	\$300	\$300	\$1,200
Prior Year WSPR Restricted	\$0	\$0	\$0	\$0	\$44,827	\$115,000
Prior Year Restricted	\$0	\$0	\$0	\$0	\$0	\$93,750
CDBG-CV Grant						\$2,934,000
Grants	\$0	\$50,000	\$16,500	\$20,000	\$213,750	\$160,000
Insurance Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Other</b>	<b>\$48,249</b>	<b>\$67,446</b>	<b>\$49,970</b>	<b>\$77,481</b>	<b>\$308,577</b>	<b>\$3,355,850</b>
Charges for Services		\$1,860				
Paving Special Assessment	\$1,321	\$0	\$0	\$0	\$0	\$0
Transfer in						
Water	\$0	\$0	\$0	\$12,500	\$12,500	\$12,500
<b>Total Other Financing source</b>	<b>\$1,321</b>	<b>\$1,860</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>Total Revenues/Other</b>	<b>\$600,390</b>	<b>\$608,795</b>	<b>\$606,512</b>	<b>\$687,255</b>	<b>\$905,599</b>	<b>\$3,978,970</b>

Note: Grant revenue includes Wild Spaces Public Places 2016 matching funds , Infrastructure Surtax matching funds, and estimated grant funds for a backhoe.

breakdown of wspp - 2016 matching,

**Town of Micanopy, Florida**

**2023-2024 Annual Budget**

**General Fund**

	Audited *		Projected		Budget	
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>
<b><u>Expenditures</u></b>						
<b><u>Town Commission</u></b>						
Personnel Services	\$21,562	\$23,460	\$27,490			
Salaries	\$0	\$0	\$0	\$33,600	\$33,600	\$33,600
FICA	\$0	\$0	\$0	\$2,083	\$2,083	\$2,083
Medicare	\$0	\$0	\$0	\$487	\$487	\$487
Other Post Employment Benefit	\$0	\$0	\$0	\$2,646	\$2,170	\$2,650
<b>Total Salaries and Benefits</b>	<b>\$21,562</b>	<b>\$23,460</b>	<b>\$27,490</b>	<b>\$38,816</b>	<b>\$38,341</b>	<b>\$38,820</b>
<b>Operating expenses</b>						
Professional Development	\$0	\$0	\$0	\$4,000	\$4,000	\$4,500
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$13,250
<b>Total Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$17,750</b>
<b>Total Town Commission</b>	<b>\$21,562</b>	<b>\$23,460</b>	<b>\$27,490</b>	<b>\$42,816</b>	<b>\$42,341</b>	<b>\$56,570</b>

Notes: After comparing salary rates of the elected officials at other neighboring small communities, personnel services for the town commission increased in 2023 to be more comparable. Each commissioner is paid \$500 per month and the mayor is paid \$800 per month. Capital outlay in the town commission's budget is for vision planning to develop future planning documents.

**Town of Micanopy, Florida**

**2023-2024 Annual Budget**

**General Fund**

	Audited *		Projected		Budget	
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>
<b><u>Expenditures</u></b>						
<u>Town Administrator / Clerk</u>						
Personnel Services	\$90,098	\$107,951	\$76,672			
Salaries	\$0	\$0	\$0	\$69,497	\$69,497	\$72,972
Overtime	\$0	\$0	\$0	\$1,690	\$2,130	\$2,400
Health Insurance	\$0	\$0	\$0	\$10,864	\$12,500	\$13,000
FICA	\$0	\$0	\$0	\$3,936	\$4,441	\$4,673
Medicare	\$0	\$0	\$0	\$920	\$1,039	\$1,093
<b>Total Salaries and Benefits</b>	<b>\$90,098</b>	<b>\$107,951</b>	<b>\$76,672</b>	<b>\$86,907</b>	<b>\$89,606</b>	<b>\$94,138</b>
Operating expenses	\$16,163	\$15,648	\$72,092			
Workers Comp	\$0	\$0	\$0	\$150	\$150	\$543
Professional Development	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500
Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$328	\$500	\$500
Dues and Publications	\$0	\$0	\$0	\$1,500	\$1,100	\$1,500
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Operating Expenses</b>	<b>\$16,163</b>	<b>\$15,648</b>	<b>\$72,092</b>	<b>\$4,478</b>	<b>\$4,250</b>	<b>\$5,043</b>
<b>Total Town Administrator</b>	<b>\$106,261</b>	<b>\$123,599</b>	<b>\$148,764</b>	<b>\$91,385</b>	<b>\$93,856</b>	<b>\$99,181</b>

Note: This department includes the Administrator/Clerk salary plus any overtime the Deputy Clerk incurs with working commission and other board meetings. The operating supplies line will be eliminated in 2024 and expenses will be classified under general government operations.

**General Fund**

	Audited *			Projected	Budget	
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>
<u>General Government Operating</u>						
Operations	\$60,349	\$87,288	\$75,948			
Insurance - Liability	\$0	\$0	\$0	\$6,896	\$13,000	\$2,250
Insurance - Property	\$0	\$0	\$0	\$6,479	\$7,500	\$22,391
General Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Office Equipment Maintenance	\$0	\$0	\$0	\$300	\$1,500	\$1,500
Building Maintenance	\$0	\$0	\$0	\$3,200	\$2,500	\$3,000
Utilities						
Electric - Town Hall	\$0	\$0	\$0	\$8,125	\$10,000	\$10,000
Electric - Museum	\$0	\$0	\$0	\$635	\$600	\$650
Electric - Archive	\$0	\$0	\$0	\$801	\$900	\$900
Electric - Cemetery	\$0	\$0	\$0	\$366	\$500	\$500
Telephone - Town Hall	\$0	\$0	\$0	\$1,746	\$1,250	\$1,200
Internet	\$0	\$0	\$0	\$1,943	\$2,400	\$2,000
Operating Supplies	\$0	\$0	\$0	\$6,308	\$5,000	\$6,500
Office Supplies	\$0	\$0	\$0	\$1,899	\$3,000	\$2,000
Postage	\$0	\$0	\$0	\$965	\$600	\$1,000
Elevator Service	\$0	\$0	\$0	\$3,500	\$3,500	\$3,500
Janitorial Supplies	\$0	\$0	\$0	\$100	\$500	\$250
Pest & Termite Control	\$0	\$0	\$0	\$2,813	\$1,100	\$3,000
Contracted Services	\$0	\$0	\$0	\$4,144	\$5,000	\$5,000
Professional Services						
IT	\$0	\$0	\$0	\$8,364	\$7,500	\$8,500
Auditor	\$0	\$0	\$0	\$5,000	\$5,000	\$5,000
Engineering	\$0	\$0	\$0	\$0	\$3,000	\$3,000
Janitorial	\$0	\$0	\$0	\$5,500	\$5,500	\$5,500
Dues and Publications	\$0	\$0	\$0	\$923	\$1,000	\$1,200
Promotional	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000
CDBG-CV Grant	\$0	\$0	\$0	\$0	\$0	\$934,000
Capital Outlay - CDBG-CV	\$0	\$0	\$0	\$8,000	\$8,000	\$2,000,000
<b>General Govt Operations</b>	<b>\$60,349</b>	<b>\$87,288</b>	<b>\$75,948</b>	<b>\$80,006</b>	<b>\$90,850</b>	<b>\$3,024,841</b>

Notes: Town Hall's internet has been upgraded to fiberoptics from DSL and this allowed us other, cheaper options for telephone voice service. This year we were able to switch the telephone service to Suncom, serviced by a state contract for a fraction of the previous analog service.



**Town of Micanopy, Florida**

**2023-2024 Annual Budget**

**General Fund**

	Audited *			Projected	Budget	Budget
	2020	2021	2022	2023	2023	2024
<u>Legal</u>						
Contractual- City Attorney	\$27,240	\$25,325	\$29,854	\$25,000	\$26,000	\$30,000
Advertisement - Ordinances	\$0	\$0	\$0	\$2,000	\$1,500	\$2,000
<b>Total Legal</b>	<b>\$27,240</b>	<b>\$25,325</b>	<b>\$29,854</b>	<b>\$27,000</b>	<b>\$27,500</b>	<b>\$32,000</b>
<u>Land Development Planning</u>						
Contractual - Planning Services	\$0	\$0	\$0	\$7,000	\$7,000	\$7,000
Advertisement	\$0	\$0	\$0	\$0	\$1,500	\$1,500
<b>Total Land Development Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$8,500</b>	<b>\$8,500</b>
<u>Elections</u>						
Expenses	\$0	\$0	\$0	\$3,213	\$3,215	\$3,500
Advertising	\$0	\$0	\$0	\$78	\$100	\$100
Postage	\$0	\$0	\$0	\$0	\$0	\$50
<b>Total Elections</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,291</b>	<b>\$3,315</b>	<b>\$3,650</b>
<b>Total General Government</b>	<b>\$215,412</b>	<b>\$259,672</b>	<b>\$282,056</b>	<b>\$251,497</b>	<b>\$266,362</b>	<b>\$3,224,742</b>

Note: Audited total for Legal includes professional services and advertising expenses. Legal department includes monthly retainer for contracted legal services provided by Folds & Walker and budgeting for any special projects the town may need legal services for.



Note: Folds & Walker has presented an increase of \$500 to their monthly retainer fee. The Town's contract with Folds & Walker has not been negotiated since the firm began representing the town in 2017.

Note: The 2024 election will be for Seat 5 and will take place March 12, 2024.



**Town of Micanopy, Florida**

**2023-2024 Annual Budget**

**General Fund**

	Audited *			Projected <u>2023</u>	Budget	
	<u>2020</u>	<u>2021</u>	<u>2022</u>		<u>2023</u>	<u>2024</u>
<b>Public Works</b>						
Personnel Services	\$58,096	\$66,189	\$78,981			
Salaries	\$0	\$0	\$0	\$42,413	\$52,250	\$64,325
Health Insurance	\$0	\$0	\$0	\$15,393	\$16,600	\$20,500
Overtime	\$0	\$0	\$0	\$483	\$2,000	\$1,000
Part-Time	\$0	\$0	\$0	\$13,768	\$13,000	\$23,395
FICA	\$0	\$0	\$0	\$2,630	\$4,356	\$5,501
Medicare	\$0	\$0	\$0	\$615	\$1,019	\$1,286
Retirement	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Salaries and Benefits</b>	<b>\$58,096</b>	<b>\$66,189</b>	<b>\$78,981</b>	<b>\$75,300</b>	<b>\$89,225</b>	<b>\$116,007</b>
Operating expenses	\$29,064	\$38,194	\$31,635			
Street Lights	\$0	\$0	\$0	\$14,975	\$18,000	\$16,000
Insurance - Auto	\$0	\$0	\$0	\$350	\$275	\$2,022
Insurance - Liability	\$0	\$0	\$0	\$450	\$450	\$1,200
Insurance - Property	\$0	\$0	\$0	\$725	\$600	\$3,709
Workmans Comp	\$0	\$0	\$0	\$2,500	\$2,550	\$2,000
School Signal Maintenance	\$0	\$0	\$0	\$819	\$600	\$600
Repairs and Maint- Equip	\$0	\$0	\$0	\$1,074	\$1,500	\$1,500
Operating Supplies	\$0	\$0	\$0	\$2,363	\$2,500	\$2,500
Uniforms	\$0	\$0	\$0	\$320	\$0	\$350
Professional Development	\$0	\$0	\$0	\$0	\$500	\$500
Vehicle Repair	\$0	\$0	\$0	\$1,000	\$1,500	\$1,500
Vehicle Service	\$0	\$0	\$0	\$0	\$0	\$0
Fuel	\$0	\$0	\$0	\$5,441	\$7,000	\$7,000
Street Maintenance	\$0	\$0	\$0	\$6,718	\$4,000	\$6,500
Tree Removal	\$0	\$0	\$0	\$1,000	\$5,000	\$5,000
Contract Services	\$0	\$0	\$0	\$0	\$7,500	\$7,500
Capital Outlay	\$9,302	\$0	\$9,909	\$54,033	\$125,000	\$93,750
<b>Total Operating Supplies</b>	<b>\$38,366</b>	<b>\$38,194</b>	<b>\$41,544</b>	<b>\$91,767</b>	<b>\$176,975</b>	<b>\$151,631</b>
<b>Total Public Works</b>	<b>\$96,462</b>	<b>\$104,383</b>	<b>\$120,525</b>	<b>\$167,067</b>	<b>\$266,200</b>	<b>\$267,638</b>

Note: Personnel services for Public Works includes one public works employee, a part-time employee, and 1/2 of the public works supervisor's salary.

**General Fund**

	Audited *			Projected 2023	Budget	
	2020	2021	2022		2023	2024
<b>Public Safety</b>						
Fire Safety Fund Contribution	\$53,155	\$57,621	\$113,387	\$143,714	\$175,881	\$130,000
<b>Total Public Safety</b>	<b>\$53,155</b>	<b>\$57,621</b>	<b>\$113,387</b>	<b>\$143,714</b>	<b>\$175,881</b>	<b>\$130,000</b>
<b>Parks</b>						
Operating expenses	\$7,984	\$17,737	\$23,461			
Utilities - parks	\$0	\$0	\$0	\$7,056	\$7,000	\$7,200
Insurance - Property	\$0	\$0	\$0	\$0	\$0	\$2,127
Maintenance & Repairs	\$0	\$0	\$0	\$4,563	\$3,500	\$4,000
Operating Supplies	\$0	\$0	\$0	\$691	\$1,000	\$1,000
Tree City	\$0	\$0	\$0	\$120	\$250	\$250
Special Events - Independence	\$0	\$0	\$0	\$6,500	\$6,500	\$6,700
Special Event - Light up Micanopy	\$0	\$0	\$0	\$1,881	\$1,900	\$2,000
Special Event -Halloween	\$0	\$0	\$0	\$616	\$620	\$650
Special Event - Other Events	\$0	\$0	\$0	\$765	\$650	\$750
Capital Outlay	\$112,433	\$16,450	\$10,500	\$2,738	\$170,000	\$320,000
<b>Total Parks</b>	<b>\$120,417</b>	<b>\$34,187</b>	<b>\$33,961</b>	<b>\$24,930</b>	<b>\$191,420</b>	<b>\$344,677</b>
<b>Total Expenditures</b>						
	<b>\$485,446</b>	<b>\$455,863</b>	<b>\$549,929</b>	<b>\$587,208</b>	<b>\$899,863</b>	<b>\$3,967,057</b>
<b>Net Change in Fund Balance</b>	<b>\$212,761</b>	<b>\$121,120</b>	<b>\$55,686</b>	<b>\$100,047</b>	<b>\$5,736</b>	<b>\$11,913</b>
<b>Fund Balance</b>						
Beginning of Year	\$1,612,695	\$1,733,815	\$1,884,887	\$1,940,573	\$2,040,620	\$2,040,620
End of Year	\$1,733,815	\$1,884,887	\$1,940,573	\$2,040,620	\$2,046,356	\$2,052,533

## General Fund

### Fund Balance

Government Accounting Standards Board recommends at least three months in reserve or 25%. In Florida, with the higher possibility of a disasters occurring, a higher fund balance is valuable in case of any emergencies.

Restricted – Transportation	\$294,551
Restricted – Wild Spaced Public Places	\$78,389
Assigned – Town Hall Renovations	\$84,700
Assigned – Fire Department Renovations	\$106,178
Unassigned	<u>\$1,376,755</u>
As per 2022 Annual Financial Report, pg. 29	\$1,940,573

**September 30, 2023, Projected Wild Spaces Public Places Fund Balance**

**\$122,753**





## **General Fund**

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**Town of Micanopy, Florida**

**2023-2024 Annual Budget**

**Water Fund**

	Audited*			Projected	Budget	Budget
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>
<b>Revenues</b>						
Operating Income	\$148,734	\$162,583				
<b>Charges</b>						
Water Use	\$0	\$0	\$140,424	\$138,000	\$140,000	\$155,000
Service Charge	\$0	\$0	\$0	\$2,540	\$3,000	\$2,500
Utility Tax	\$0	\$0	\$12,844	\$12,500	\$12,500	\$13,000
Total Charges for Services	\$148,734	\$162,583	\$153,268	\$153,040	\$155,500	\$170,500
<b>Other</b>						
SRF Grant / Loan						\$515,000
Prior Year ARPA				\$0	\$296,942	\$296,942
CDBG Grant	\$47,733	\$45,795	\$247,605	\$268,313	\$261,313	\$0
Total Grants	\$47,733	\$45,795	\$247,605	\$268,313	\$558,255	\$811,942
<b>Total Revenues</b>	<b>\$196,467</b>	<b>\$208,378</b>	<b>\$400,873</b>	<b>\$421,353</b>	<b>\$713,755</b>	<b>\$982,442</b>

Note: In 2004 the Town Commission approved Ordinance 2004-09, establishing an increase in water rates for a five consecutive year period. The final increase of the ordinance was never put into effect. The 2024 budgeted water revenues for water use reflect this new rate.

**2022 ARPA Revenue and Allocations:**

Revenue	\$318,042
Participation in opioid awareness	(\$4,600)
Master planning services	(\$16,500)
<b>Balance</b>	<b>\$296,942</b>

Note: The town is carrying forward ARPA funds designated for water infrastructure projects. Of the \$318,042 received, \$21,100 has been designated or spent. In February 2023 the town was placed on the DWSRF (Drinking Water State Revolving Fund) through FDEP for Water Distribution System Upgrades. The town was approved for planning and design at \$515,100 with 50% loan forgiveness.

**Town of Micanopy, Florida**

**2023-2024 Annual Budget**

**Water Fund**

	Audited*			Projected	Budget	Budget
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>
<b>Expenditures</b>						
Personal Services			\$99,272			
Salaries - Operation	\$62,503	\$67,772	\$0	\$70,000	\$78,427	\$74,000
Overtime	\$0	\$0	\$0	\$2,500	\$3,000	\$3,000
Health Insurance	\$6,132	\$6,956	\$0	\$7,500	\$7,500	\$8,500
FICA	\$4,934	\$5,347	\$0	\$4,521	\$4,521	\$4,774.0
Medicare				\$1,057	\$1,057	\$1,117
Retirement	\$0	\$0	\$0	\$1,300	\$1,300	\$1,300
Workers Comp	\$0	\$0	\$0	\$100	\$650	\$2,500
<b>Total Personal Services</b>	<b>\$73,569</b>	<b>\$80,075</b>	<b>\$99,272</b>	<b>\$86,978</b>	<b>\$96,455</b>	<b>\$95,191</b>
Operating Expenses						
Contractual Services	\$9,748	\$9,748	\$11,057			
Water Operator	\$0	\$0	\$0	\$13,526	\$11,000	\$15,000
Audit	\$4,950	\$4,950	\$4,950	\$4,950	\$5,000	\$5,000
Annual Service Contract	\$0	\$0	\$0	\$10,821	\$10,281	\$12,000
Backflow Prevention	\$0	\$0	\$0	\$2,625	\$2,625	\$2,625
Billing Software	\$0	\$0	\$0	\$1,600	\$1,600	\$1,750
Professional Development	\$0	\$0	\$0	\$1,200	\$1,000	\$1,500
Postage	\$0	\$0	\$0	\$2,235	\$2,000	\$2,500
Utilities - Electricity	\$6,499	\$4,008	\$4,059	\$4,990	\$6,000	\$6,500
Utilities - Communication Line	\$546	\$1,858	\$2,635	\$1,173	\$2,000	\$1,500
Insurance	\$3,995	\$4,023	\$3,443			
Liability	\$0	\$0	\$0	\$300	\$300	\$1,200
Property	\$0	\$0	\$0	\$3,000	\$3,000	\$4,726
Maintenance	\$18,760	\$15,291	\$16,284			
Building	\$0	\$0	\$0	\$100	\$600	\$1,000
Equipment	\$0	\$0	\$0	\$0	\$1,500	\$1,500
General	\$0	\$0	\$0	\$0	\$300	\$0
Water Testing	\$0	\$0	\$0	\$1,314	\$3,000	\$3,000
Operating Supplies	\$8,445	\$4,754	\$6,921	\$1,714	\$2,000	\$5,000
Office Supplies	\$3,493	\$2,932	\$4,412	\$321	\$1,000	\$500
Chemicals	\$0	\$0	\$0	\$4,376	\$6,500	\$5,000
Dues	\$0	\$0	\$0	\$250	\$251	\$250
Depreciation	\$9,445	\$9,445	\$13,522	\$14,000	\$10,000	\$0
<b>Total Operating Expense</b>	<b>\$65,881</b>	<b>\$57,009</b>	<b>\$67,283</b>	<b>\$68,495</b>	<b>\$69,957</b>	<b>\$70,551</b>
<b>Total Water Fund Operating Expenses</b>	<b>\$139,450</b>	<b>\$137,084</b>	<b>\$166,555</b>	<b>\$155,473</b>	<b>\$166,412</b>	<b>\$165,742</b>

**Water Fund**

	Audited*		2022	Projected 2023	Budget 2023	Budget 2024
	2020	2021				
<b>Expenditures</b>						
Other						
Capital Items	\$0	\$0	\$0		\$376,227	\$811,942
Transfer to General Fund	\$0	\$0	\$0	\$12,500	\$12,500	\$13,000
Total Other Expenses	\$0	\$0	\$0	\$12,500	\$388,727	\$824,942
<b>Total Water Fund Expenses</b>	<b>\$139,450</b>	<b>\$137,084</b>	<b>\$155,473</b>	<b>\$167,973</b>	<b>\$555,139</b>	<b>\$990,684</b>
<b>Water Fund Net income/ (loss)</b>	<b>\$57,017</b>	<b>\$71,294</b>	<b>\$245,400</b>	<b>\$253,380</b>	<b>\$158,616</b>	<b>(\$8,242)</b>
<b>Solid Waste income/loss</b>			<b>\$15,033</b>			<b>\$1,577</b>
<b>Enterprise Fund Net Position</b>						
<b>Beginning of the year</b>	<b>\$602,770</b>	<b>\$674,064</b>	<b>\$737,010</b>	<b>\$986,361</b>	<b>\$986,361</b>	<b>\$1,239,741</b>
<b>End of the Year</b>	<b>\$674,064</b>	<b>\$737,010</b>	<b>\$986,361</b>	<b>\$1,239,741</b>	<b>\$1,144,977</b>	<b>\$1,233,077</b>

Note: Personnel salaries in the Water Fund include the Deputy Clerk and 1/2 of the Public Works Supervisor. The Town contracts with US Water Services for a licensed water operator to the services the water plant.

Note: Capital items are infrastructure improvements made with the ARPA funding and SRF. The Water Fund is projected to see a deficit this fiscal year



**Solid Waste Fund**

	Audited		Projected		Budget	
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>
<b><u>Revenues</u></b>						
Charges						
Solid Waste Charges	\$110,723	\$112,287	\$113,226	\$112,500	\$112,511	\$115,886
Total Charges	\$110,723	\$112,287	\$113,226	\$112,500	\$112,511	\$115,886
<b>Total Revenues</b>	<b>\$110,723</b>	<b>\$112,287</b>	<b>\$113,226</b>	<b>\$112,500</b>	<b>\$112,511</b>	<b>\$115,886</b>
<b><u>Expenditures</u></b>						
Contractual Services - Residential	\$60,647	\$63,933	\$98,193	\$63,775	\$63,775	\$66,964
Contractual Services - Commercial	\$43,899	\$42,428		\$44,948	\$44,948	\$47,195
Operating Supplies	\$0	\$0		\$0	\$150	\$150
<b>Total Expenditures</b>	<b>\$104,546</b>	<b>\$106,361</b>	<b>\$98,193</b>	<b>\$108,723</b>	<b>\$108,873</b>	<b>\$114,309</b>
<b>Net Income/(loss)</b>	<b>\$6,177</b>	<b>\$5,926</b>	<b>\$15,033</b>	<b>\$3,777</b>	<b>\$3,638</b>	<b>\$1,577</b>

Note: Increase in revenue and expenses reflects an anticipated CPI increase from WastePro. Since the beginning of their contract WastePro has not exercised this option.







## **Enterprise Fund**

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### **What is the Five-Year Capital Improvement Program?**

The information that follows represents the Town of Micanopy's five-year Capital Improvement Program. In it, projects have been identified that need to be addressed over the next five fiscal years. The program serves as a crucial planning component within the Town's overall operational management structure. The program provides important information that aids in maintaining the Town's critical infrastructure as well as the equipment needed to carry out the delivery of services to the community.

### **What is a Capital Project?**

For the purposes of the Capital Improvement Program, a capital project has been identified by the Town as any project that exceeds \$5,000 and has an estimated useful life of greater than one year. This includes items like streets, park improvements, and other equipment. This program identifies those projects that meet the criteria above that will be addressed in the next five years.



### **How is this program developed?**

The program is developed in Town Hall using projected information submitted by departments within the Town. Once all project requests have been received, the requests are reviewed and added to the program where appropriate. Projects identified in previous programs remain in the current program unless a different priority or strategy makes it unnecessary to do so. The Town Commission holds work sessions to discuss the program, and citizen input is sought through both the work session and through a public hearing process. Once the public hearing has been completed, the program is finalized and adopted by the Town Commission.

### **How is the Five-Year Capital Improvement Program Organized?**

The program is developed on a departmental basis as well as a fund basis. Summaries for the overall programs are listed by fund to help analyze the impact to each fund within the Town. The summaries that follow on the next several pages will highlight the annual cost of the projects for each fund per year as well as summarizing the sources of funding that have been identified each year to complete the related slate of projects. Keep in mind that not all projects that are in this document will be completed. Over the next several years, priorities may change, and funding sources may be eliminated making the completion of the project imprudent or impossible.

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### Program Summary

On a departmental basis, the five-year Capital Improvement Program includes the following request levels, presented by fiscal year:

Fund	Fiscal Year ending September 30,					Grand Total
	2024	2025	2026	2027	2028	
<b>General Fund</b>						
General Government	\$2,000,000	\$100,000				\$2,100,000
Parks & Recreation	\$320,000	\$100,000				\$420,000
Public Works	\$93,750			\$212,000	\$300,000	\$605,750
<b>Water Fund</b>	\$546,250	\$2,000,000	\$2,000,000			\$4,546,250
<b>Total</b>	<b>\$2,960,000</b>	<b>\$2,200,000</b>	<b>\$2,000,000</b>	<b>\$212,000</b>	<b>\$300,000</b>	<b>\$7,672,000</b>

### Source of Funds

It is also important to identify the sources of funding that will be used to fund each year's projects. This helps to determine the viability of each year's requests and serves as a critical planning tool for current and future operating budgets. For the current five-year program, the following sources of funding have been identified by fiscal year:

Source of Funds	Fiscal Year ending September 30,					Grand Total
	2024	2025	2026	2027	2028	
General Government Revenues	\$45,000			\$12,000		\$57,000
Operating Revenues						\$0
Bond/Loan Proceeds	\$257,500	\$1,000,000	\$1,000,000			\$2,257,500
Grants	\$2,448,750	\$1,100,000	\$1,000,000	\$100,000	\$150,000	\$4,798,750
Prior Year Earnings	\$208,750	\$100,000		\$100,000	\$150,000	\$558,750
<b>Total</b>	<b>\$2,960,000</b>	<b>\$2,200,000</b>	<b>\$2,000,000</b>	<b>\$212,000</b>	<b>\$300,000</b>	<b>\$7,672,000</b>

### Grant Sources

Grant sources presented in this 5-year CIP include the remaining of the town's allocated AARPA funds from 2021, the partnership grant from Alachua County Board of County Commission from the 2021 WSPP and Other Infrastructure Surtax, and Florida Department of Environment Protection Drinking Water State Revolving Fund (DWSRF).

**AARPA** - The town's allocated amount was \$318,042. The town commission allocated \$4,600 to participate in the Opioid Awareness Campaign with the other nine municipalities and spent \$16,500 developing a master plan for the water distribution system. The remaining \$296,942 has been allocated to water infrastructure projects.

**Partnership Grant - WSPP & Infrastructure Surtax** - Alachua County has approved each municipality to receive \$333,000 in matching funds for eligible Wild Spaces Public Places and \$333,000 for Other Infrastructure Surtax projects.

**DWSRF** - In February 2023, FDEP approved the Town of Micanopy for 50% grant for water quality and distribution system planning and construction projects.

**CDBG-CV** - Community Development Block Grant Coronavirus Version

**Projects by Fiscal Year**

The following tables identify specific projects that have been requested in each of the five fiscal years. The summary lists the department that is making the request, the name of the project, and the estimated cost. The first year of the program will be used in the development of the annual operation budget, a process which will begin shortly after final approval and adoption of the capital improvement program.

Completed in FY2023	Project	Source Funds	Cost
General Government	Entry Signs	Grant	\$20,000
Public Works	Golf Cart	Operating Funds	\$9,099
Public Works	Truck	Operating Funds	\$44,934
<b>Fiscal Year 2025 Total</b>			<b>\$74,033</b>

Fiscal Year 2024 - Year One	Project	Cost	Grant	Prior Year	Operating	Loan
75% Public Works / 25% Water Dept	Backhoe	\$125,000	\$31,250	\$93,750		
Parks & Recreation	Preserve Annex Acquisition	\$170,000	\$85,000	\$85,000		
Parks & Recreation	Preserve Projects - bathrooms, trails, cleanup, signs	\$150,000	\$75,000		\$75,000	
General Governemnt	Community Center	\$2,000,000	\$2,000,000			
Water Department	Planning - Water Quality & Distribution	\$515,000	\$257,500			\$257,500
<b>Fiscal Year 2024 -Year One Total</b>		<b>\$2,960,000</b>	<b>\$2,448,750</b>	<b>\$178,750</b>	<b>\$75,000</b>	<b>\$257,500</b>

Fiscal Year 2025 - Year Two	Project	Cost	Grant	Prior Year	Operating	Loan
Parks & Recreation	Ballfield Ligts	\$100,000	\$100,000			
General Government	Fire Station Remodel	\$100,000		\$100,000		
Water Department	Construction - Water Quality & Distribution	\$2,000,000	\$1,000,000			\$1,000,000
<b>Fiscal Year 2025 - Year Two Total</b>		<b>\$2,200,000</b>	<b>\$1,100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$1,000,000</b>

Fiscal Year 2026 - Year Three	Project	Cost	Grant	Prior Year	Operating	Loan
Water Department	Construction - Water Quality & Distribution	\$2,000,000	\$1,000,000			\$1,000,000
<b>Fiscal Year 2026 - Year Three Total</b>		<b>\$2,000,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

Fiscal Year 2027 - Year Four	Project	Cost	Grant	Prior Year	Operating	Loan
PublicWorks	Lawn Mower	\$12,000			\$12,000	
Public Works	Street paving	\$200,000	\$100,000	\$100,000		
<b>Fiscal Year 2027 - Year Four Total</b>		<b>\$212,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$12,000</b>	<b>\$0</b>

Fiscal Year 2028 - Year Five	Project	Cost	Grant	Prior Year	Operating	Loan
Public Works	Street paving	\$300,000	\$150,000	\$150,000		
<b>Fiscal Year 2028 - Year Five Total</b>		<b>\$300,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>

<b>Five-Year Total</b>		<b>\$7,672,000</b>	<b>\$4,798,750</b>	<b>\$528,750</b>	<b>\$87,000</b>	<b>\$2,257,500</b>
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Program Fiscal Year:  
Project Title:

**YEAR 1**  
**Backhoe**

**FY2024**

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**First Year in CIP:** 2023  
**Project Category:** Replacement of 1983 backhoe  
**Department:** Water and Public Works  
**Total Project Cost:** \$125,000

Project Description: Replace the current backhoe purchased new in 1983.

Project Justification and/or Need: The current backhoe is approaching 40 years old and has exceeded its useful life.

Project Impact/Benefit: This piece of equipment is essential to Town operations and is used daily. The current backhoe is starting to incur extensive maintenance costs and may soon be beyond repair.

Operating Fund Impact: Decrease maintenance costs.

Funding Sources for this Project:

<u>Funding Source</u>	<u>Amount</u>
AARPA - 25%	\$31,250
Transportation Restricted Fund Balance - 75%	<u>\$93,750</u>
Total	\$125,000



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Program Fiscal Year:  
Project Title:

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**YEAR 1**

**FY2024**

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**First Year in CIP:** 2024  
**Project Category:** Preserve Projects - bathrooms, trails, cleanup, signs  
**Department:** Parks & Recreation  
  
**Total Project Cost:** \$150,000

**Project Description:** Construct bathrooms at the preserve, create new trails on the annex that connect to existing trail system, cleanup and remodel existing residential structure on the annex, and develop new signage for the trails and throughout the property.

**Project Justification and/or Need:** There are no bathroom facilities on the property and this will be required in order to use for educational purposes. The annex property will need to be connected to the existing property for public use.

**Project Impact/Benefit:** Create a public space for people to enjoy natural north Florida.

**Operating Fund Impact:** Possibly create a caretaker residence to eliminate additional staff time and minimize a budget impact.

**Funding Sources for this Project:**

<b>Funding Source</b>	<b>Amount</b>
WSPP - County Partnership Grant	\$75,000
WSPP - Annual Revenues	\$45,000
WSPP - Fund Balance	\$30,000
<b>Total</b>	<b>\$150,000</b>



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Program Fiscal Year:	<b>YEAR 1</b>	<b>FY2024</b>
Project Title:	<b>Planning - Water Quality and Distribution</b>	

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<b>First Year in CIP:</b>	2024
<b>Project Category:</b>	Water Distribution System - Planning
<b>Department:</b>	Water
<b>Total Project Cost:</b>	\$515,000

Project Description: Address drinking water distribution system and water quality concerns.

Project Justification and/or Need: High iron and organics in the aquifer create challenges for maintaining adequate treatment standards.

Project Impact/Benefit: Provide better quality drinking water for the residents of Micanopy.

Operating Fund Impact: The town was awarded 50% grant and 50% will be funded through a low interest loan estimated at 1% interest.

Funding Sources for this Project:

<u>Funding Source</u>	<u>Amount</u>
State Revolving Fund Grant	\$157,500
State Revolving Fund Loan	\$157,500
Total	<u>\$315,000</u>



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Program Fiscal Year: **YEAR 1**  
Project Title: **Preserve Annex**

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**First Year in CIP:** 2023  
**Project Category:** Acquisition  
**Department:** Parks  
  
**Total Project Cost:** \$170,000

**Project Description:** Acquire property from Alachua County to expand the Micanopy Naative American Heritage Preserve

**Project Justification and/or Need:** To create an enjoyable space for residents and visitors to enjoy the natural north Florida landscaping and Native American history.

**Project Impact/Benefit:** The current MNAHP will be expanded for citizens and visitor to enjoy more of the preserve.

**Operating Fund Impact:** No impact to operating budget. Funds will come from WSPP fund balance (restricted funds) and 2016 Alachua County Partnership Grant.

**Funding Sources for this Project:**

<u>Funding Source</u>	<u>Amount</u>
WSPP County Match	\$85,000
WSPP - annual revenues	\$85,000
Total	<u>\$170,000</u>



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Program Fiscal Year:  
Project Title:

**YEAR 1**

**FY2024**

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**First Year in CIP:** 2024  
**Project Category:** Community Center  
**Department:** General Government  
  
**Total Project Cost:** \$2,000,000

**Project Description:** Acquire land, design, and build facility to meet project requirement for the CDBG-CV grant awarded to the Town of Micanopy in early 2022.

**Project Justification and/or Need:** Due to a duplication of benefits from the original CDBG-CV grant award for broadband, the Town intends to reallocate some of the grant award for another eligible project.

**Project Impact/Benefit:** Create a public space for people to gain access to technology, obtain medical and dental care, and receive food through public distribution programs.

**Operating Fund Impact:** Minimal impact to operating budget due to utilizing grant funds. The building will be leased to a nonprofit for ongoing maintenance.

**Funding Sources for this Project:**

<u>Funding Source</u>	<u>Amount</u>
CDBG-CV Grant	\$2,000,000
Total	<u>\$2,000,000</u>

